



## BOARD OF EDUCATION

# GUIDELINES FOR STAKEHOLDER INPUT ON THE 2021-22 BUDGET

These guidelines are for the *Stakeholder Budget Input Session* on *February 16, 2021*.

### WELCOME & OVERVIEW

- The Board values input feedback from individuals and groups and the budget input session has been planned to make people feel as comfortable as possible.
- To ensure that the business of governing education takes place as smoothly as possible and that all viewpoints are heard, Board meetings follow structured rules of order. These guidelines have been prepared specifically for stakeholders interested in providing input for the 2021-22 budget.

### PREPARING YOUR PRESENTATION

- We would like to remind you that these are public meetings, with the potential for media coverage and other members of the public in attendance, who may receive a copy of your presentation and may report on the proceedings.
- Presentations are to be directed to the corporate Board, not individual Trustees. It is requested that stakeholders avoid written or verbal comments that negatively reflect on any individual.
- When submitting your request to provide input to [budgetfeedback@sd43.bc.ca](mailto:budgetfeedback@sd43.bc.ca) you are asked to provide the following information:
  - name, title and email of all presenters (required);
  - which stakeholder group you are representing;
  - written statement of the budget matter you wish to present feedback or input on with clear and direct connections to the goals and objectives in *Directions 2025*, the Board's vision document (required);
  - any attachments you may wish the Board to receive to support your feedback (optional)
- The Board would appreciate receiving an advance copy of your presentation, which can be provided through to [budgetfeedback@sd43.bc.ca](mailto:budgetfeedback@sd43.bc.ca).
- Due to meeting time constraints, PowerPoints and/or videos cannot be accepted as part of your presentation.

- To permit the Board to hear all input in a timely manner, stakeholders are asked to keep presentations, to no more than five (5) minutes.
- Stakeholders should be prepared to answer questions from Trustees wishing to learn more about your input.
- Stakeholders will be placed on the agenda to provide input only after the above guidelines have been met.

## THE PROCESS

- If you or your group would like to provide input on the 2020-2021 budget, please submit the required information **by 9:00 am on Wednesday, February 3<sup>rd</sup>**. Your submission should be made via email to [budgetfeedback@sd43.bc.ca](mailto:budgetfeedback@sd43.bc.ca).
- You will receive confirmation from the Office of the Secretary-Treasurer regarding your request to provide input to the Board of Education.

## KEY DATES

*Please note that there will be opportunities for questions at each of the meetings outlined above.*

| BUDGET STAKEHOLDER INPUT                      |   |  |
|---|---|--|
| Wednesday, February 3<br>9:00 am              | Deadline for Stakeholder<br>Input Submission        | Please submit the information as outlined above<br>at the link provided here                                   |
| Tuesday, February 16 <sup>th</sup><br>6:30 pm | Special Board Meeting<br>(Virtual Meeting via ZOOM) | Opportunity for stakeholders to provide input on<br>budget priorities  |
| PRESENTATION OF PRELIMINARY BUDGET            |   |  |
| Tuesday, April 13 <sup>th</sup><br>7:00 pm    | Regular Board Meeting<br>(Virtual Meeting via ZOOM) | Presentation of 2021/22 Preliminary Budget   |
| BUDGET STAKEHOLDER FEEDBACK                   |   |  |
| Wednesday, April 14 <sup>th</sup><br>9:00 am  | Deadline for Stakeholder<br>Feedback Submission     | Please submit the information as outlined above<br>at the link to be provided on the Budget Process<br>website |
| Tuesday, April 20 <sup>th</sup><br>6:30 pm    | Special Board Meeting<br>(Virtual Meeting via ZOOM) | Opportunity for stakeholders to provide feedback<br>on the proposed budget                                     |
| PRESENTATION & APPROVAL OF BUDGET             |   |  |
| Tuesday, April 27 <sup>th</sup><br>7:00 pm    | Regular Board Meeting<br>(Virtual Meeting via ZOOM) | Final presentation and approval of 2021/22<br>Budget which incorporates any changes<br>requested by Board      |

